



# JOB OPPORTUNITY BULLETIN

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| <b>CLASSIFICATION:</b>    | Associate Energy Specialist (EFF)<br><i>Will Consider Energy Analyst</i> |
| <b>TENURE:</b>            | Permanent  |
| <b>TIME BASE:</b>         | Full Time  |
| <b>SALARY:</b>            | \$4,759 - \$5,914  |
| <b>LOCATION:</b>          | Efficiency Division, Appliances and Outreach and Education Office        |
| <b>FINAL FILING DATE:</b> | Until Filled   |

## DUTIES/RESPONSIBILITIES:

- Develop educational tools used to convey complex and technical information related to the Title 24 Building Energy Efficiency Standards, Title 20 Appliance Standards, Acceptance Test Technician Certification Provider (ATTCP) and Home Energy Rating System (HERS) programs. Develop training guides used by building industry stakeholders such as, builders, contractors, building departments, and others. Develop educational materials used by consumers to make informed decisions on energy upgrade alterations. Develop reports documenting compliance and enforcement program deficiencies and recommendations for corrective action. Provide ongoing support to ensure follow through with the recommended action plan.
- Coordinate and work with other state agencies (Contractor State Licensing Board, Board of Engineers, and Public Utilities Commission), investor owned utilities, building departments, builders and others through outreach and education to resolve building energy code enforcement issues.
- As part of a team; develop educational and training tools used to facilitate compliance with the Building Energy Efficiency Standards, ATTCP and HERS programs and educate and train stakeholders to increase industry knowledge of the Energy Standards.
- Participate in workshops, hearings, conferences, and meetings regarding building energy efficiency programs. Performing this duty may require travel.
- Perform other duties as required consistent with the specifications of this classification.

## DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Ability to communicate effectively and be able to relay complicated information in a simple, consumer-friendly manner
- Excellent interpersonal and team leadership skills
- Ability to work with other offices within the Division and other Divisions within the Commission on interdisciplinary projects
- Ability to effectively write and edit technical program information



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**PLEASE NOTE:** Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification or lateral transfers from an equivalent class, former state employees who can reinstate in this classification or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA / SURPLUS / REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature to the address listed below. Electronic applications will not be accepted. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reemployment, reinstatement, etc.), and put "RPA #410-128 and position number 410-4938-xxx" in the "Explanation Section" of the STD. 678.** Will consider a Training and Development (T&D) Assignment. Applications will be screened for experience and only the most qualified will be contacted for an interview.

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:**

**SUBMIT APPLICATIONS TO:**

Personnel Services Office  
Attn: RPA #410-128  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814  
Phone: 916-654-4305

California Relay (Telephone) Service for  
the Deaf or Hearing-Impaired  
From hTDD Phones: 1-800-735-2929  
From Voice Phones: 1-800-735-2922

## JOB OPPORTUNITY BULLETIN GUIDELINES

The Job Opportunity Bulletin must be completed in the order of statements. Below is an explanation of each statement and whether or not it is optional or required.

**RECRUITMENT IS LIMITED TO EMPLOYEES OF THE CALIFORNIA ENERGY COMMISSION [OPTIONAL].** When the Commission is in a hiring freeze, all JOBs must include this statement. If, during a hiring freeze, the unit wishes external recruitment, approval to do so must be obtained in advance from the Executive Management Team.

**CLASSIFICATION [REQUIRED].** Provide the full, civil service title of the position, spelling out the parenthetical if applicable (e.g., Associate Energy Specialist (Forecasting)).

**TENURE [REQUIRED].** Provide either: Permanent, Limited-Term (include number of months) or Temporary (include number of months).

**TENURE MAY BECOME PERMANENT IF THE CIRCUMSTANCES WHICH NECESSITATED THAT THE POSITION BE FILLED ON A LIMITED-TERM BASIS CHANGE AT A LATER DATE [OPTIONAL].** When circumstances necessitate a limited-term appointment, the originating unit may include this statement. However, please discuss the circumstances with your Personnel Analyst before including it on the J.O.B.

**TIME BASE [REQUIRED].** Provide either: Full-time, Part-time (include fraction) or Intermittent (include number of anticipated monthly hours).

**Will consider appointments less than full time [OPTIONAL].** If the originating unit will consider appointments to a time base less than the position's time base, this statement should be included on the JOB.

**SALARY [REQUIRED].** Provide the salary range. Provide each range if there is more than one.

**LOCATION [REQUIRED].** Provide only the office name and/or division name, and Sacramento, California.

**FINAL FILING DATE [REQUIRED].** Leave blank. The final filing date will be determined by the Personnel Analyst.

**DUTIES/RESPONSIBILITIES [REQUIRED].** Briefly describe the primary duties of the position (from the duty statement).

**DESIRABLE EXPERIENCE/QUALIFICATIONS [REQUIRED].** Begin this section of the JOB with "The successful applicant should have," and briefly list the desirable, but not required, qualifications.

**WHO MAY APPLY [REQUIRED].** Use the language provided. Also if the position is a Bargaining Unit 2 or Bargaining Unit 9 classification, add "This position is subject to the "Super SROA" provisions of the State Restriction of Appointment (SROA) process."

**[For Energy Analyst positions only] Prior to appointment to this classification, applicants will be required to pass an energy-related written technical assessment test ] [OPTIONAL].** All Energy Analyst JOBs must include this statement.

**Training & Development Assignments may be considered [OPTIONAL].** If the originating unit wishes to consider Training and Development assignments, this statement must be added to the JOB.

**Miscellaneous statements here [OPTIONAL].** Statement(s) which are not appropriate to put under the other headings on the JOB may be included here. For example, "A typing test will be given as part of the interview."

**INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO [REQUIRED].** Use the language provided. Insert the contact person's name, mailing address, and public and calnet phone numbers.